



Hindhayes Infant School

Induction policy

April 2023

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____

Signed: _____

Role: _____

Induction

This policy applies to all employees and also as appropriate to volunteers and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring as appropriate.

Safeguarding Children and Child Protection will feature heavily in every induction programme.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post., and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims and working practices effectively so that they become knowledgeable and confident as quickly as possible.

The Induction Programme should be cross-referenced to the NQT Induction requirements and probationary periods for support staff as appropriate.

Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for information and help – however big or small.

The Induction Process should

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code Of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

The induction programme may include:

- A meeting with the Head teacher or Deputy headteacher
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to the role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy if appropriate
- Details of other relevant individuals with responsibility for inductions e.g the designated mentor, line manager or supervisor.

Management and Organisation of Induction

Responsibility for Induction

The Head Teacher is responsible for the overall management and induction of new teacher employees, supply teachers and TA's. The Deputy Head may assist with this role.

The Deputy Head is responsible for the overall management and induction of and organisation of volunteers.

The clerk to the Governing Body and the Chair of Governors is responsible for the overall management and organisation of induction of Governors.

The Business Manager is responsible for the induction of new site staff.

BAM catering is responsible for the induction for new kitchen employees

The person responsible for the induction should

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel and assigning a Buddy
- Ensure that an Induction Programme is provided, delivered and evaluated.

The Induction Programme

The person responsible for the induction should ensure that an Induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Child protection information
- Health and Safety procedures
- A checklist of the policies and procedures to be understood
- Details of help and support available
- A diary of meetings
- Details of other relevant individuals with responsibility for induction e.g the designated mentor or supervisor
- Induction programme should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder

New Staff and Volunteers basic information

All new staff, regardless of their role will be given appropriate induction advice, training and resources by their line manager. This should include:

- Safeguarding and child protection
- Health and Safety
- Fire and emergency procedures
- ICT acceptable use policy
- First aid
- Code of Conduct
- GDPR guidance including Staff Privacy Notice – Staff may be signposted to an electronic form of this to ad self-reference and ensure the most recent copy is seen.

Governors

All new Governors should be given appropriate induction advice, training and resources. This should include the following information in addition to the basic information given to all new staff.

- Current relevant information, policy documents and SIP priorities
- School brochure including staffing
- OFSTED and school performance data
- Governing Body documents.
- Dates and times of whole governing body meetings
- Access and information of previous governing body minutes
- Information and access to governor training courses

This Policy should be read in conjunction with the New Starter Induction Checklist (Appendix 1 & 2)

Teaching staff including teaching assistants

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the Deputy Head and senior teachers. This is likely to be over time and as necessary.

This should include the following information in addition to the basic information given to all new staff.

- Curriculum documents
- Staff handbook
- School website
- Policy documents, including SIP priorities
- Assessment advice, recording, reporting, resources and procedures
- Information of whole school and year group data including SEN and PP children
- Timetables
- Class lists
- Play policy and OPAL

Supply Teachers

All new supply teachers should be given appropriate induction advice, training and resources. This should include the following information in addition to the basic information given to all new staff.

- Behaviour Management Policy
- Staff handbook
- Relevant information on curriculum, schedules and timetables

Cleaning/Caretaking

All new staff should be given appropriate induction, advice, training and resources by their line manager. This should include the following information in addition to the basic information given to all new staff.

- Staff handbook
- Specific job related training such as manual handling, COSHH, use of ladders etc.

Midday Supervisors

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include the following information in addition to the basic information given to all new staff.

- Staff handbook
- Specific job related training such as our **Relational Approach**
- Play policy and OPAL